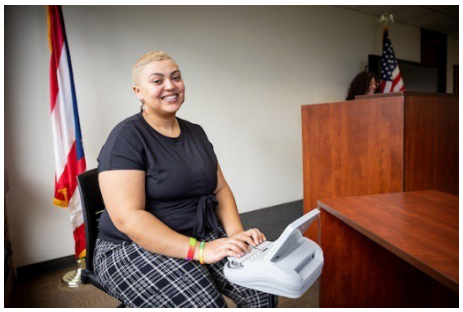
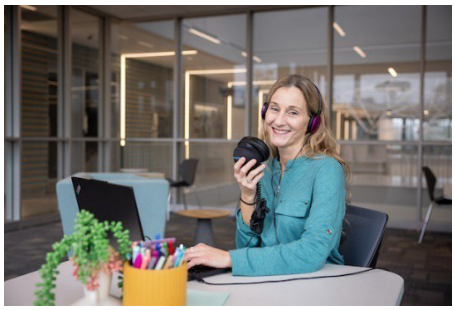
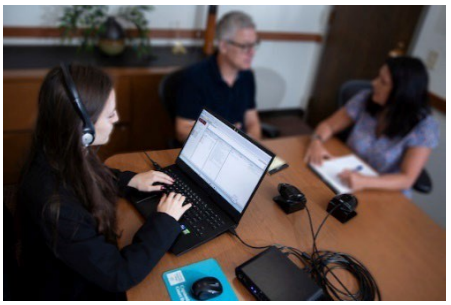
Cuyahoga Community College
School of Business, Legal Professions and Hospitality

CAPTIONING AND COURT REPORTING

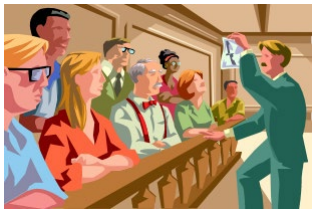
INFORMATION BOOKLET

Cuyahoga Community College
Western Campus
11000 W. Pleasant Valley Road
Parma, Ohio 44130
Phone: 216-987-5671
http://www.tri-c.edu/ccr

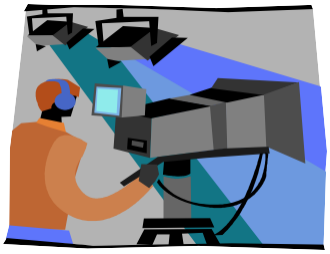
Imagine being a part of . . .

… the drama of the courtroom, where life and death decisions are made …



… the excitement of a boardroom, where business deals are negotiated …

… the creation of television programming, where your work reaches a national audience …



… the satisfaction of the classroom, where you assist students with physical challenges!

What is a court reporter?

A court reporter creates a verbatim record of spoken words during legal proceedings, such as trials and depositions, by transcribing them into written text. They utilize specialized equipment like stenography machines, voice writing software or digital reporting technology to ensure accuracy and completeness of the official record. Court reporters also provide real-time captioning for live events and broadcasts.

A court reporting education opens doors to various careers beyond traditional courtroom settings. While official and freelance court reporters are common paths, individuals can also work as captioners, CART providers, scopists, and transcriptionists. These roles involve using traditional court reporting skills to create real-time or post-production transcripts for television broadcasts, educational settings, and corporate meetings.

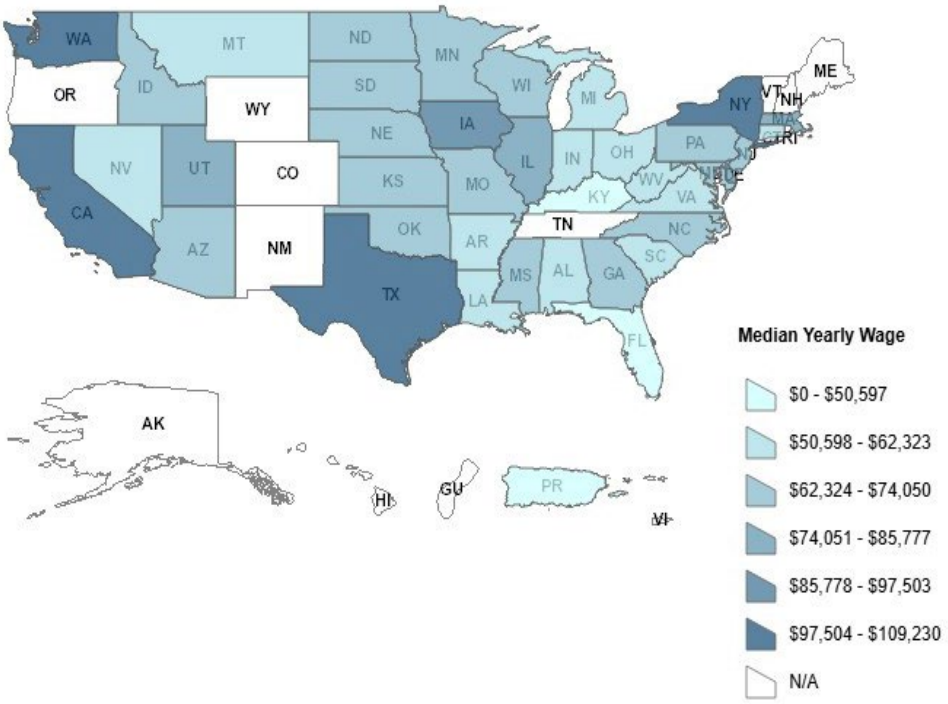
This is a list of some of the employment opportunities that exist with court reporting technology training:

- Official Court Reporter
- Freelance Reporter
- CART Provider
- Broadcast Captioner
- Convention Reporter
- Webcaster
- Scopist
- Medical Transcriptionist
- Legal Transcriptionist

Career Outlook

Highly-trained, skilled, and certified court reporters and captioners are in huge demand all around the country. According to the Bureau of Labor Statistics, there is a projected need for 1,600 new reporters annually for the next decade.

Potential Earnings*



www.careeronestop.com

**Salaries listed do not include transcript income.*
Most reporters earn an additional $30,000 or more in the sale of transcripts.

For more information about careers in the Captioning and Court Reporting profession, visit the following websites:

***www.ncra.org*, National Court Reporters Association**

***www.nvra.org*, National Verbatim Reporters Association**

***www.aaert.org*, American Association of Electronic Reporters and Transcribers**

Career Tracks

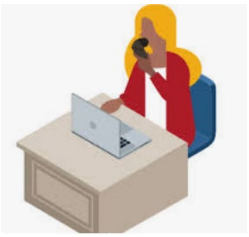
Judicial Reporting: Positions may be attained either in a freelance office and hired by attorneys to report depositions or employed by the courts. The U.S. Department of Labor projects that court reporting job opportunities will grow as fast as the average for all occupations.

CART (Communication Access Realtime Translation) providers: CART is a word-for-word speech-to-text interpreting service for people who need communication access. Work in a variety of settings providing instant translation to the hearing or visually impaired. A CART provider renders instant speech-to-text translation on a computer monitor or other display for the benefit of an impaired individual or larger group in a variety of settings. Some CART environments include the following: business, government, educational functions, classrooms, courtrooms, religious services, senior citizen meetings, conventions/conferences, banking and investment transactions, or anywhere communication access is needed. A CART provider is sensitive to the varying needs of the person(s) for which the service provided.

Broadcast Captioning: Captioning of live television programs is done by specially trained court reporters called broadcast captioners. The Federal Communications Commission mandates captions for most public facing media, with standards for accuracy, synchronicity, completeness and placement. This creates a demand for both realtime and off line captioning.

Transcriptionist: A variety of opportunities exist to transcribe digitally recorded court proceedings or depositions and dictated materials created by doctors, lawyers, law enforcement investigators and so forth that need to be transferred into document form.

Scopist: Court reporters often employ individuals to assist in editing and proofreading their transcripts. These workers, known as scopists, use their knowledge of legal proceedings and steno or voice technology in the production of a final transcript.



Technology Choices

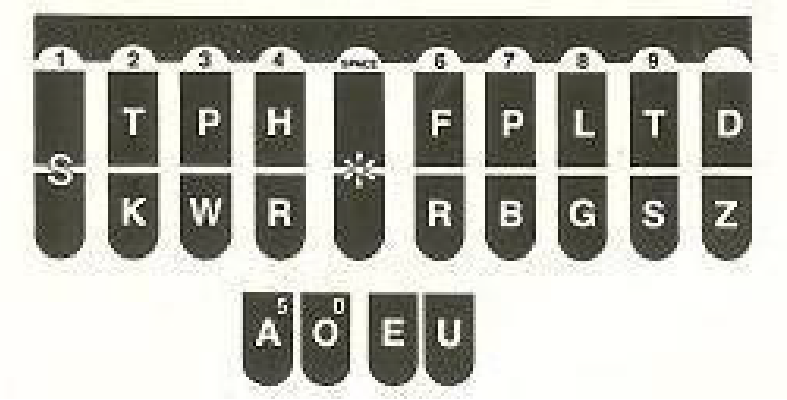
Individuals who work in the court reporting industry may utilize either steno machine, voice writing or digital-recording software technology to accomplish their work. Each method prepares students for entry-level employment in voice-to-text translation opportunities, such as jobs as judicial and/or freelance reporters, CART providers, captioners, transcriptionists, and so on.

Steno Machine Writer

Students learn to use a stenotype machine and specialized software to type (write) spoken words and have them translated into text. Students learn a special language, known as theory, to enable them to type at a goal speed of 225 words per minute.

A stenotype machine is a computer-compatible device which has 22 keys and the number bar designed to be manipulated in a particular manner that permits multiple words to be written with one keystroke.

Steno machine keyboard



Industry-specific software is used to allow the steno machine to communicate and interact with your computer so that what is written on the steno machine is translated into English and displayed on computer screens in realtime. Steno writing students learn to write at the exit speed of 225 words per minute.

Voice Writer

Students learn to use a speech recognition engine and specialized software to listen and repeat (dictate) spoken words and have them translated into text. Students learn to dictate in a manner that enables them to voice write at the exit speed of 225 words per minute.

A voice writing speech recognition engine is software that is trained to recognize an individual's voice and create vocabulary that represents multiple words spoken in one syllable. We teach students to use Dragon and Eclipse, a computer-assisted translation software for court reporters.

Voice writing is used in many states in the country. This option uses an open mic headset or a voice mask through which the reporter's voice translates into realtime technology on to a computer screen. This option is much like the steno machine, but the reporter's voice is used together with special equipment to translate. The same career tracks above are available to voice writers.

Digital Reporting and Transcription

Digital court reporters capture the record of legal proceedings. This can be done in courtrooms, hearing rooms, or conference rooms. Microphones and digital recording software programs, along with perhaps a camera, capture words of witnesses, attorneys, the judge, and others who are present and/or participating in the proceeding.

Legal transcriptionists listen to dictated recordings made by court reporters, attorneys, paralegals, and other legal professionals and then transcribe them into legal documents. These recordings are generally delivered and returned digitally via a drop box or other program. The transcriptionist listens to the recordings with a headset and types the text into their computer, using a foot pedal to pause, rewind and replay as needed.

In conjunction with digital court reporters who capture the record with microphones, that speech is often converted into a rough draft text using a speech recognition system and artificial intelligence. The transcriptionist then reviews that rough draft and plays the audio of the recorded legal proceedings to create a verbatim transcript of the event.

Program Options

Certificate of Proficiency in Captioning and Court Reporting; Certified Steno Writing (47 Credits)

Cuyahoga Community College teaches realtime stenographic theory along with a comprehensive range of academic courses designed to prepare students for court reporting work. These courses include instruction in document production, English grammar, legal and medical terminology, as well as proper legal procedures. Steno writing is performed using DigitalCAT software and a steno machine. With these skills, individuals can work in any part of the country. CCR's steno students have the flexibility to take classes online from anywhere in the U.S. or around the world. Career opportunities for steno machine writers include positions as judicial court reporters, CART providers, captioners, scopists, and transcriptionists.

Certificate of Proficiency in Captioning and Court Reporting; Certified Voice Writing (45 Credits)

We teach a realtime voice writing program in which students learn to train and manage speech recognition and court reporting software so their spoken words are instantly and accurately displayed on computer screens in English. Voice writing utilizes Dragon speech recognition along with Eclipse CAT software. With these technology skills, individuals can work across the country, and in some states, they may also work as court reporters. (For a full list of states where voice writers are allowed to practice in judicial systems, visit www.nvra.org.) Voice writing students can take classes online regardless of where they live, whether within the United States or internationally. Career opportunities for trained voice writers include roles as judicial court reporters, CART providers, captioners, and transcriptionists.

Voicewriting Short-Term Certificate (29 Credits)

Similar to the Certificate of Proficiency, this condensed certificate program focuses on realtime voice writing without the court-related content. The curriculum includes instruction in legal terminology, transcript production, and editing legal documents, preparing students for careers as captioners, CART providers, or entry-level transcribers.

Digital Reporting and Transcription Short-Term Certificate (25 Credits)

Students who complete this certificate may begin entry-level employment as a judicial reporter and/or transcriptionist.

All certificates were developed based on the best practices of the NCRA, NVRA and AAERT and approved by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Getting Started at Cuyahoga Community College (Tri-C)

Enrollment Process

1. **Apply to Cuyahoga Community College – it's free!**

   TIPS WHEN APPLYING:
   CHOOSE WESTERN CAMPUS AS YOUR CAMPUS OF CHOICE
   (no ONLINE option available)
   CHOOSE OTHER IF YOUR HIGH SCHOOL IS NOT LISTED

   Cuyahoga Community College Enrollment Guide 2025 Accessible PDF

   - **NEW STUDENTS TO COLLEGE START HERE:**
     https://www.tri-c.edu/get-started/new-students.html

   - **TRANSFER STUDENTS START HERE:**
     (coming to Tri-C from another college or with college credits):
     https://www.tri-c.edu/get-started/transfer-students.html

   - **RETURNING STUDENTS START HERE:**
     (you have not registered for a Tri-C class in the last year):
     https://www.tri-c.edu/get-started/returning-students.html

2. **Plan your semester schedule and register.**

   Set up an appointment via email, phone, and/or WebEx with Sara.Williams@tri-c.edu – Program Director – for assistance in putting together and individualized plan and schedule for success.

   Register for course offerings based on the plan developed and outlined suggested sequence (see below beginning on pg. 15 of this booklet).

3. **Secure your equipment.**
   Students must have their equipment once they start the theory classes in either steno (Realtime Theory I) or voice (Voicewriting I) tracks.

Supplies and Equipment

Machine Scholarship Opportunity

The machine scholarship provides local students taking the Realtime Theory and speedbuilding sequences the use of a steno machine (value of $2000) for two years. This scholarship is only available to NE Ohio residents and is based on availability.

Please contact our program director, sara.williams@tri-c.edu to reserve a machine.

Purchasing or Renting a Steno Machine

Students who are enrolled in Realtime Theory (CCR 1300) must have a working, computer compatible stenotype machine to begin.

Note: Financial aid can be used to purchase your steno machine prior to the start of the semester through the Western Campus bookstore by using your book allotment and potentially emergency funds. Please contact Sara.Williams@tri-c.edu for more details.

Students need to purchase a new or used computer-compatible steno machine. Additionally, in order for your machine to be compatible with DigitalCAT, the computer-aided transcription (CAT) software utilized, purchase of an IOGEAR brand USB to serial adapter is necessary for some models.

Students are encouraged to contact the Program Director or faculty for information on steno machine purchases.

The following is a list of companies that sell and/or rent new or used/refurbished steno machines:

- **www.stenoworks.com** – Contact: Kerry Brunner. The program utilizes this vendor and used machines come with a warranty. Rental options are available.
- **www.stenograph.com** - Manufacturer and seller of steno machines. New and used machines available.
- **www.acculaw.com** – Seller of used steno machines.

Steno machines come with keys that are all the same size. It is recommended students order wide DZ for the asterisk (*) key as well as the final -D and -Z keys as this makes writing on the machine easier.

DigitalCAT Computer-Assisted Software by Stenovations

Steno students must also purchase DigitalCAT software from Stenovations. This is a transcription program designed just for court reporters. DigitalCAT translates the steno keystrokes into English in a transcript format. The cost of DigitalCAT is $25 every 100 days. Students arrange the purchase directly through Stenovations at www.stenovations.com. Instructions for purchase will be provided by the instructor prior to the start of classes.

Purchasing Voice Writing Equipment

Students who are enrolled in Voicewriting I (CCR 1200) must have a computer and voice writing software to begin. Please be sure to check with your instructor or program director before making purchases.

Note: Financial aid can be used to purchase your voice writing equipment prior to the start of the semester through the Western Campus bookstore by using your book allotment and potentially emergency funds. Please contact Sara.Williams@tri-c.edu for more details.

Students need to purchase the following:

1. ***Voicewriting I - Dragon Naturally Speaking Professional, DPI, Version 16.*** Students may purchase the software directly from www.nuance.com, Amazon or another reputable source.

   ***Headset with an open microphone*.** Professionals recommend purchasing a Logitech brand.

2. **Voicewriting II – *Steno mask and USB adapter.*** Available at www.techtalk.com.

3. **Voicewriting III – *EclipseVox student software***. Students can purchase the software from Advantage Software, http://www.eclipsecat.com. Periodically, the CCR Program supplies this software based on availability - ***please check with the program before purchasing.***

Realtime Coach

Realtime Coach, our practice and testing platform, is required each semester in which you are using your steno or voice technology. It is considered a "book" if using financial aid funds. If financial aid funds are not available, it can be purchased directly from Realtime Coach at a slightly lower cost.

Other supplies, equipment, and costs include textbooks, paper, three-ring binders, and lab fees.

Online Learning

Cuyahoga Community College offers students the ability to take all courses in the program entirely online. CCR courses are designed to teach the student how to develop skills in a distance-learning format.

You will need basic computer skills and should be comfortable using a word processing program, browsing for files, copying and pasting between programs.

Additionally, you will need a computer that connects to the Internet. A laptop is strongly recommended along with a laptop cooling pad. Voice writing students should consider a computer with at least 4G of RAM, preferably 8G for best performance.

> *******PLEASE NOTE: For the Captioning and Court Reporting Program, Apple/MAC products, Chromebook and Microsoft Surface Pro are not compatible with the software that is used in our program.***

For more information about online learning, visit Tri-C Online Learning website.

Frequently Asked Questions

1. **What career options do I have after completing this program?**

   Cuyahoga Community College's Captioning and Court Reporting (CCR) Program provides education and realtime training that prepare you to succeed in rewarding, high-tech careers. Career options include the following: Working in the legal arena as a judicial or freelance reporter; working in the education environment as a Communication Access Realtime Translation (CART) provider; working in the broadcast environment as a closed captioner; working in the medical field as a medical transcriptionist or in other industries doing transcription work.

   A career in court reporting offers flexibility. You may want to work from home or you may want to work more or less hours on different days of the week.

2. **Is court reporting a growing field?**

   Court reporting is a high-demand and expanding field. Career opportunities have emerged for court reporters generally, and there is expected to be substantial growth in the area of captioning. There is continued strong growth for freelance and official reporters as well as transcriptionists and CART providers.

3. **Does Cuyahoga Community College offer comprehensive training?**

   Yes. Cuyahoga Community College offers a curriculum that meets the challenges and opportunities presented by the modern workplace. We offer hands-on, student-focused training.

4. **Do the Court Reporting faculty at Cuyahoga Community College have experience working as court reporters?**

   Yes. You will learn from instructors who work presently or who have actually worked in the field for several years. All faculty members have college degrees and hold various NCRA, NVRA, and/or AAERT certifications. In addition, our faculty have won numerous awards for their online teaching methods. One faculty member is a steno merit speed writer.

5. **Is the program accredited?**

   Yes. Cuyahoga Community College is an accredited college and approved by the North Central Association of Colleges and Schools. The Tri-C CCR Program is approved by NCRA (National Court Reporters Association) and American Associate of Electronic Reporters and Transcribers (AAERT) along with being affiliated with NVRA (National Verbatim Reporters Association).

6. **How should I decide which technology/path is best for me?**

   Reach out to our Program Director, Sara.Williams@tri-c.edu to further discuss individual preferences, goals, physical location to gain personalized advice to determine the best track.

7. **May I complete the program on a part-time basis?**

   Yes. Many of our students work full-time and other responsibilities. The CCR Program Director, Sara Williams, can assist in putting together a plan for success.

8. **May I do this entire program as an online option?**

   Yes! The entire CCR program is online. Our two full-time faculty members have advanced degrees in online instructional design – you are in great hands!

9. **Are there set meeting times for courses?**

   While there are no set meeting times, assignments are assigned and due weekly. In addition, scheduled chats are held by instructors for various courses. It is strongly encouraged that you attend live. However, if you are not able to attend, they are recorded and put into your course site so that you can review at a later time.

10. What if I'm having a difficult time with attaining speed -- will I be asked to drop out of the program?

No. Students are never asked to drop out of the program. To assist students in obtaining the necessary speeds, extra enhancement materials and classes are added to the curriculum or sometimes students might have to repeat certain speed classes. Our instructors work closely with students to facilitate progress.

11. How do I get in touch with my instructors?

Our instructors pride themselves on being accessible. You can reach out to them through the discussion boards in the course site, email, text, and, of course, via WebEx.

12. What makes Tri-C different from other court reporting schools in the area? Why should I go to Tri-C?

Tri-C offers a quality education from nationally recognized faculty. Several of our instructors have been named NCRA Educators of the Year and one is a Fellow of the NCRA. Our program has been in existence at Tri-C for over 50 years and has been providing online instruction for over 25 years. Throughout the history of the program, every graduate has attained employment at the completion of his/her course of study.

Students benefit from the lowest tuition costs for court reporting training in the state of Ohio and one of the lowest nationally. Our program provides flexible options for instruction and training and job placement assistance anywhere in the country.

Additionally, we train students to be realtime writers, the highest standard in the industry, providing you with the widest employment possibilities. We encourage students to investigate other programs as we are confident that Cuyahoga Community College's CCR Program stands out in comparison providing the highest caliber of instruction.

13. Is financial aid available?

Yes. The College participates in all financial aid programs such as Pell, OIG, and others.

Financial aid is available in the form of various grants, student loans, Veteran's programs, and scholarships. For scholarship information, visit www.tri-c.edu/scholarships.

Two court reporting scholarships, the Angela Hergenroeder Scholarship and Louis R. Rennillo Scholarship, assist qualifying court reporting students.

14. What steno theory is taught at Tri-C?

The CCR faculty-created theory takes the best aspects of numerous theories that our faculty have used and reviewed; incorporates concepts of steno writing that result in the fewest strokes possible; writing the most commonly heard words with the easiest of conflicting-homophone entries; and providing individuals the ability to modify and personalize writing style and dictionaries as soon as possible. It is a compilation of years and years of experience with steno and is built on established academic learning and skill development theories for the most

efficient and effective use of the keyboard and language ensuring excellent realtime writing skill. This includes a built-in dictionary with over 142,000 entries. Students who learn this theory are ready for entry-level realtime work.

15. **What kinds of skills do I need to be successful in the CCR Program?**

    A positive attitude with a strong desire to do well along with the self-discipline to practice independently will support the successful steno, voice, digital, and/or transcription student.

16. **Are students able to obtain on-the-job training while attending school?**

    Steno and voice students must serve a 75-hour internship as part of the required curriculum. When a student reaches the 200-wpm level of speed, he/she is placed in the courts, freelance firms, and/or with captioner/CART providers to attend sessions/depositions with a practicing reporter while continuing their studies at Tri-C.

17. **How much time will I need to practice as a steno or voice student?**

    Practicing is an individual decision; however, the minimum is 15 hours per week for steno and voice writers. Speed comes easier to some students than others. Ideally, faculty recommend approximately three hours a day of practice. A student who practices less than three hours a day can still be successful, but should anticipate a lengthier course of study.

18. **What are Tri-C's costs?**

    Tuition costs are:

    i. Cuyahoga County residents - $139.54 per credit hour
    ii. Ohio residents (outside Cuyahoga County) - $169.08 per credit hour
    iii. Out-of-state residents - $306.19 per credit hour

    Tuition and fees: Tuition Fees by Credit Hour

19. **What is the placement rate of graduates? And is there is there any assistance in finding a position?**
    For graduates seeking employment upon completion of the program, we are proud to have an almost 100% job placement rate. Students usually receive job offers during their internship, which we help coordinate and support. The internship often serves as a direct pathway to employment.

    In addition, we provided guidance throughout the job search process, including helping students identify opportunities, prepare for interviews, and connect with employers.

20. **Whom should I talk with to get additional information?**

    If you would like the information, please contact:

    Sara Williams, Program Director
    216-987-5671
    sara.williams@tri-c.edu

S407-CCR: Stenowriting, Certificate of Proficiency

Effective Catalog Fall 2026

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
Select one of the following:		1
CCR-1001	Introduction to Steno Writing	
CCR-1101	Introduction to Voice Writing	
Select one of the following:		4
CCR-1200 & CCR-1210	Voicewriting I and Voicewriting II	
CCR-1301	Realtime Theory I	
CCR-1350	Legal Terminology	3
CCR-1360	Court Procedures	3
	Credit Hours	**11**
SECOND SEMESTER		
Select one of the following:		4
CCR-1331 & CCR-1335	Realtime Theory II and Realtime Theory III	
CCR-1220	Voicewriting III	
CCR-2351	Editing Legal Documents	3
	Credit Hours	**7**
SUMMER SESSION		
Select one of the following:		3
CCR-1401	Speedbuilding and Transcription at 100 WPM	
CCR-1451	Speedbuilding and Transcription at 140 WPM	
CCR-2361	Proofreading Skill Development	3
	Credit Hours	**6**
THIRD SEMESTER		
CCR-1602	Court Reporting Technology	3
CCR-2470	Advanced Technology	3
CCR-2401	Speedbuilding and Transcription at 180 WPM	3
	Credit Hours	**9**

FOURTH SEMESTER		
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2451	Speedbuilding and Transcription at 225 WPM	3
CCR-2200	Medical Terminology for Captioning and Court Reporting	3
CCR-2841	Internship	2
	Credit Hours	**11**
	Total Credit Hours	**44**

S406-CCR: Voicewriting, Certificate of Proficiency

Effective Catalog Fall 2026

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
CCR-1101	Introduction to Voice Writing	1
CCR-1200	Voicewriting I [1]	2
CCR-1210	Voicewriting II [1]	2
CCR-1350	Legal Terminology	3
CCR-1360	Court Procedures	3
	Credit Hours	**11**
SECOND SEMESTER		
CCR-1220	Voicewriting III	4
CCR-1451	Speedbuilding and Transcription at 140 WPM	3
CCR-2351	Editing Legal Documents	3
	Credit Hours	**10**
SUMMER SESSION		
CCR-1602	Court Reporting Technology	3
CCR-2401	Speedbuilding and Transcription at 180 WPM	3
	Credit Hours	**6**
THIRD SEMESTER		
CCR-2480	Using Captioning Technology	3
CCR-2451	Speedbuilding and Transcription at 225 WPM	3
CCR-2361	Proofreading Skill Development	3
	Credit Hours	**9**
FOURTH SEMESTER		
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2470	Advanced Technology	3
CCR-2841	Internship	2
	Credit Hours	**8**
	Total Credit Hours	**45**

[1] Consecutive 8 week course.

S408-CCR: Voicewriting, Short-Term Certificate

Effective Catalog Fall 2026

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
CCR-1101	Introduction to Voice Writing	1
CCR-1200	Voicewriting I [1]	2
CCR-1210	Voicewriting II [1]	2
CCR-1350	Legal Terminology	3
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2351	Editing Legal Documents	3
	Credit Hours	**14**
SECOND SEMESTER		
CCR-1220	Voicewriting III	4
CCR-2401	Speedbuilding and Transcription at 180 WPM	3
CCR-2480	Using Captioning Technology	3
	Credit Hours	**10**
SUMMER SESSION		
CCR-2451	Speedbuilding and Transcription at 225 WPM	3
CCR-2841	Internship	2
	Credit Hours	**5**
	Total Credit Hours	**29**

[1] Consecutive 8 week course.

S409-CCR: Digital Reporting and Transcription
Short-Term Certificate

Effective Catalog Fall 2026

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
CCR-1150	Introduction to Digital Reporting and Transcription	1
CCR-1551	Research and Transcript Preparation	3
CCR-2351	Editing Legal Documents	3
CCR-2361	Proofreading Skill Development	3
	Credit Hours	**10**
SECOND SEMESTER		
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2741	Digital Reporting Technology	3
CCR-2751	Annotation for Digital Reporting	3
	Credit Hours	**9**
	Total Credit Hours	**19**

COURSE DESCRIPTIONS

CCR 1001 Introduction to Stenographic Court Reporting 1 credit (4 weeks)
A comprehensive survey of the field of court reporting. Examination of the history of reporting, diversity, equipment needs, and technological trends, role of the working steno reporter within the legal system, corporate environment, and educational system.

CCR 1101 Introduction to Voice Writing 1 credit (4 weeks)
Introduction to voice captioning technology and the employment opportunities in the field.

CCR 1150 Introduction to Digital Reporting and Transcription 1 credit (4 weeks)
Comprehensive survey of the history of digital reporting. Examination of the use of digital reporting technology in the legal environment, transcription of digitally recorded events, diversity, training requirements, and employment opportunities in the legal and corporate environments.

CCR 1200 Voicewriting I 2 credits (8 weeks)
Instruction in the use of voice-recognition software and technology. Application of such technology enables users to create and edit documents, send email, access the Internet and perform other functions all in a hands-free manner.

CCR 1210 Voicewriting II 2 credits (8 weeks)
Study of speech-to-text technology and the use of voice-recognition software while developing increased dictation speed, learn to dictate while listening to dictation, and create various documents including Excel Spreadsheets, and particular legal and medical documents.

CCR 1220 Voicewriting III 4 credits (10 weeks)
Realtime translation of legal proceedings, broadcasts, and other voice-to-text environments, using voice writing captioning-specific software in addition to speech-recognition software.

CCR 1301 Realtime Theory 4 credits (16 weeks)
Focus on principles of writing on stenotype machine. On-line instruction of machine shorthand keyboard, arbitraries, phrases, word beginnings and endings. Emphasis on reading, writing, and reporter English skills in preparation for speedbuilding and transcription.

CCR 1331 Realtime Theory II 2 credits (8 weeks)
This course is a continuation of Realtime Theory. Students will continue study of theory principles.

CCR 1335 Realtime Theory III 2 credits (8 weeks)
Introduction to Question and Answer, Jury Charge, and Literary style materials. Minimum exit speed of 80 words per minute. Utilization of computer-aided transcription software.

CCR 1350 Legal Terminology 3 credits (8 weeks)
Provides students with a broad legal vocabulary useful in any law related field. Emphasis on spelling, definition, and usage of legal terms.

CCR 1360 Court Procedures 3 credits (10 weeks)
Emphasizes role of official and freelance reporter including communications skills professional image

and business etiquette. Preparation of deposition/court transcripts marking and handling of exhibits indexing and storing notes reporting techniques and ethics including NCRA Code of Ethics.

CCR 1401 Speedbuilding and Transcription 100 WPM 3 credits (8 weeks)
This course is a continuation of Realtime Theory III. Students will complete study of theory principles.

CCR 1451 Speedbuilding and Transcription at 140 wpm 3 credits (full term)
Speedbuilding at 120-140 wpm level. Utilization and expansion of machine writing or voice writing theory. Practical procedures on stenotype machine or utilizing voicewriting technology to develop skill levels on question and answer testimony, jury charge and literary materials. Minimum exit speed is 140 wpm.

CCR 1470 Transcript Production for Court Reporting and Captioning 3 credits (8 weeks)
Students will gain knowledge regarding various transcript components for different levels of court proceedings (depositions, statements, arbitrations and so on at municipal, common pleas, and federal levels); demonstrate ability to create title pages, appearance pages, certificate pages as found within a variety of transcripts.

CCR 1551 Research and Transcript Preparation 3 credits (full term)
Focuses on transcript preparation skills including research, keyboarding development, and transcript formatting in various word processing software including Word and Word Perfect.

CCR 1602 Court Reporting Technology 3 credits (8 weeks)
Basics of computer-aided transcription. Emphasis on court reporting software, dictionary development, and transcript production. Development of scoping skills and research techniques.

CCR 2200 Medical Terminology for CCR 3 credits (full term)
Study of basic medical terminology utilized in the captioning and court reporting profession. Emphasis on definition and usage of the medical terms, and research practices for transcript production.

CCR 2351 Editing Legal Documents 3 credits (10 weeks)
To develop understanding of parts of speech, sentence structure, proofreading, and management of other people's spoken words. Rules of punctuation and grammar go beyond the basics and are modified to accommodate ambiguous, clumsy, incongruous, and incorrect English frequently found in legal transcripts.

CCR 2360 Proofreading Skills Development 3 credits (8 weeks)
Focuses on applying proofreading and editing skills to legal transcripts, jury charges, and literary materials. Accuracy of editing with regard to the placement of punctuation marks and spelling.

CCR 2401 Speedbuilding and Transcription at 180 wpm 3 credits (full term)
Speedbuilding at 160-180 wpm level. Utilization and expansion of machine writing or voicewriting theory. Practical procedures to develop skill levels on questions and answer testimony jury charge and literary materials. Minimum exit speed is 180 wpm.

CCR 2451 Speedbuilding and Transcription at 225 wpm **3 credits (full term)**
Speedbuilding at speed level at 225 wpm. Question and Answer test materials, 200 wpm Jury Charge test materials and 180 wpm Literary test materials. Utilization and expansion of machine writing and voicewriting theory. Practical procedures on stenotype machine to develop skill levels on questions and answer testimony, jury charge, and literary materials.

CCR 2470 Advanced Technology **3 credits (8 weeks)**
Capstone Course in Captioning and Court Reporting. Students apply technology and format applications to produce transcripts in preparation for initial employment. This is a concentrated production-oriented class with employment-related projects, deposition projects and realtime projects.

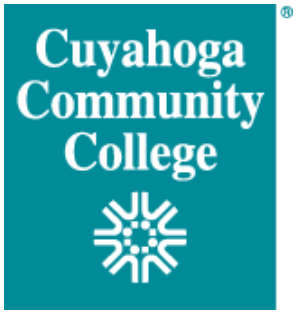
CCR 2480 Using Captioning Technology **3 credits (8 weeks)**
Students apply steno or voice technology and format applications to produce captioning simulations in preparation for initial employment. A concentrated, production-oriented class with employment-related projects from the captioning environment.

CCR 2741 Digital Reporting Technology **3 credits (8 weeks)**
Instruction in digital reporting and transcription. Emphasis on digital court reporting software, hardware, digital reporters' professional responsibilities, and transcript production.

CCR 2751 Annotation for Digital Reporting **3 credits (8 weeks)**
Focuses on the skills necessary to annotate digitally reported transcripts. Students will utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

CCR 2841 Internship **2 credits (full term)**
Provides student with 75 hours of actual writing time during on-the-job-training using machine shorthand technology.

Why Choose Tri-C?



- Cuyahoga Community College's Captioning and Court Reporting Program is approved by the National Court Reporters Association (NCRA) and the American Association of Electronic Reporters and Transcribers (AAERT) and is affiliated with the National Verbatim Reporters Association (NVRA).
- Students learn from award-winning instructors who have had direct experience in the court reporting field.
- Advisory Board Members work in all three aspects of the court reporting industry – steno, voice, and digital – and offer real-world, professional, advice and guidance with success as their goal.
- Full-time instructors are degreed and certified.
- Lowest court reporting program tuition in state of Ohio and low out-of-state tuition.
- Well-established and award-winning entirely online program with no set meeting times to accommodate schedules and circumstances of all students.
- Providing exceptional court reporting instruction for over 50 years with strong employment outcomes.
- Specializing in education for realtime writing
- Financial aid, loans, and scholarships are available.
- Training with the latest technology – steno, voice, digital.
- Opportunities to participate in mock trials with law schools.
- Work with professionals in an internship experience.

CONTACTS:

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We all look forward to assisting you in getting you started on this exciting and lucrative career path, reaching your goals, and changing your future!